

**COMMONWEALTH OF MASSACHUSETTS**

**TOWN OF GRAFTON  
SEMI ANNUAL TOWN MEETING  
NOVEMBER 7, 2020**

**MINUTES**

The Semi-Annual Town Meeting for the Town of Grafton was held on Saturday, November 7, 2020 on the football field of the Grafton High School at 11:00 a.m.

Upon order of the Deputy Moderator, Raymond Mead, 217 Brigham Hill Road, checkers were stationed at tables on the track below the bleachers at the back of the football field using voting lists with which to check the names of those persons who entered. Green wristbands were provided to registered voters of the Town upon checking in and they were informed to wear it on their right wrist to facilitate easier vote counting during the meeting.

Chairman of the Board of Selectman, Peter Carlson, opened the meeting at 11:03 a.m. Mr. Carlson explained due to recent circumstances concerning the resignation of Town Moderator Dan Concaugh, and Town Clerk Kandy Lavalley's extended leave, he would be the presiding officer for the meeting.

Assistant Town Clerk Paul Cook read the return of the warrant.

Mr. Carlson made a motion to nominate Ray Mead and David Robbins, 92 George Hill Road, as Deputy Town Moderators. The motion was seconded. Mr. Carlson declared the motioned carried.

Mr. Carlson advised all present of the procedures used during Town Meeting, specifically the use of a consent agenda which groups articles of like that require the same quantum for voting. This format was adopted in order to make the Town Meeting move along faster, thereby limiting exposure of attendees due to COVID-19. He explained how those in attendance can request a hold on any article within a grouping. If a hold is called, the article in question will be removed from the consent agenda and read and voted on individually.

Deputy Moderator Ray Mead advised all present of the procedures used during Town Meeting.

Mr. Mead recognized Town Attorney Ginny Kramer, Temporary Town Administrator Carter Terenzini, and Representative David Muradian.

Mr. Carlson led the Pledge of Allegiance.

Mr. Mead reminded all present of the procedures used during Town Meeting.

**ARTICLE 1.           ADJUST FY21 OPERATING BUDGET**

To see if the Town will vote to adjust certain line items within the operating budget for FY '21 as follows, with each action to be voted as a single block provided, however voted, that they will be treated for accounting and legislative purposes as if each item were voted as a separate article:

A. Increase the Overall Appropriations of Operating Departments:

Appropriate the sum of Two Hundred Sixty Thousand Dollars and No Cents (\$260,000.00) to increase the amounts appropriated for certain departments as follows:

Town Administrator - Personnel	\$150,000.00
Town Administrator - Expense	\$15,000.00
Accounting - Professional & Technical	\$45,000.00
Elections & Registrations - Personnel	\$13,500.00
Elections & Registrations - Expenses	\$6,500.00
Health Insurance – HRA Funding	\$30,000.00
Total	<u>\$260,000.00</u>

And meet said appropriation with a transfer of \$30,000 from certified free cash and the balance from taxation;

B. Transfer the sum of Twenty Thousand Dollars and No Cents (\$20,000) between line Items within the Fire Department

From: Personnel	To: Expenses
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C. Reduce Debt Excluded Interest by Three Hundred Three Thousand Three Hundred Twenty Dollars and No Cents (\$303,320.00)

From: \$2,457,510	To: \$2,154,190 Expenses
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D. Appropriate the sum of Six Hundred Thousand Dollars and No Cents (\$600,000.00) for a contribution to the Municipal Capital Stabilization Fund in accordance with the previously approved override and to meet said appropriation from taxation.

Submitted by: Town Administrator

MOTION by Select Board member Carlson: I move the Town vote to adjust certain line items within the operating budget for FY '21 as follows, with each action to be voted as a single block provided, however voted, that they be treated in accordance with legislative purposes as if each item were voted as a separate article:

A. Increase the Overall Appropriations of Operating Departments:

Appropriate the sum of Two Hundred Sixty Thousand Dollars and No Cents (\$260,000.00) to increase the amounts appropriated for certain departments as follows:

Town Administrator - Personnel	\$150,000.00
Town Administrator - Expense	\$15,000.00
Accounting - Professional & Technical	\$45,000.00
Elections & Registrations - Personnel	\$13,500.00
Elections & Registrations - Expenses	\$6,500.00
Health Insurance – HRA Funding	<u>\$30,000.00</u>
Total	\$260,000.00

And meet said appropriation with a transfer of \$30,000 from certified free cash and the balance from taxation;

- B. Transfer the sum of Twenty Thousand Dollars and No Cents (\$20,000) between line Items within the Fire Department

From: Personnel

To: Expenses

- C. Reduce Debt Excluded Interest by Three Hundred Three Thousand Three Hundred Twenty Dollars and No Cents (\$303,320.00)

From: \$2,457,510

To: \$2,154,190 Expenses

- D. Appropriate the sum of Six Hundred Thousand Dollars and No Cents (\$600,000.00) for a contribution to the Municipal Capital Stabilization Fund in accordance with the previously approved override and to meet said appropriation from taxation.

The motion was seconded. Mr. Mead ask if there was any discussion on the motion.

A hold was called on Article 1, Letter D.

A discussion ensued by Town Meeting members.

Select Board members Peter Carlson and Mat Often and Temporary Town Administrator Carter Terenzini spoke on the topic.

After holding on adjusting the FY21 operating budget, an amended motion was made by Mark Haddad to appropriate the sum of Eight Hundred Thousand Dollars and No Cents (\$800,000.00) for a contribution to the Municipal Capital Stabilization Fund in accordance with the previously approved override and to meet said appropriation from taxation.

A discussion ensued by Town Meeting members about Mr. Haddad's amendment.

Mr. Carlson asked to move the question.

The motion was seconded.

A vote was taken.

The Deputy Moderator declared the motion carried.

Mr. Mead stated the motion before attendees was Mr. Haddad's amendment to Article 1, Letter D to appropriate the sum of \$800,000.00 for contribution to the Municipal Capital Stabilization Fund in accordance with the previously approved override and to meet said appropriation from taxation.

A vote was taken.

The Deputy Moderator declared the motion carried.

A discussion continued among Town Meeting members and Select Board member Edward Prisby spoke briefly on the topic.

Mr. Mead read the updated motion with Mr. Haddad's amendment from \$600,000 to \$800,000.

A vote was taken.

The Deputy Moderator declared the motion carried.

## **ARTICLE 2. PRIOR FISCAL YEAR BILLS**

To see if the Town will vote to appropriate the sum of Fifty-Eight Thousand Two Hundred Sixty-Nine and Eighty-Two Cents (\$58,269.82) to pay the following late bills incurred in a prior fiscal year for the following vendors in the following amounts:

National Grid	\$	989.43
Wiring Inspectotr	\$	331.38
Koopman's	\$	249.31
W.B. Mason	\$	239.76
TransUnion	\$	50.00
EL Harvey	\$	49,501.50
Town of Westborough	\$	1,695.34
Mirick O'Connell	\$	1,033.50
Renaud HVAC	\$	4,058.91
Unifirst	\$	120.69
Total	\$	58,269.82

And meet said appropriation by a transfer from certified free cash.

MOTION by Select Board member DeFazio: I move that the Town appropriate the sum of Fifty-Eight Thousand Two Hundred Sixty-Nine and Eighty-Two Cents (\$58,269.82) to pay the following late bills incurred in a prior fiscal year for the following vendors in the following amounts:

National Grid	\$	989.43
Wiring Inspectotr	\$	331.38
Koopman's	\$	249.31
W.B. Mason	\$	239.76
TransUnion	\$	50.00
EL Harvey	\$	49,501.50
Town of Westborough	\$	1,695.34
Mirick O'Connell	\$	1,033.50
Renaud HVAC	\$	4,058.91
Unifirst	\$	120.69
Total	\$	58,269.82

And meet said appropriation by a transfer from certified free cash.

The motion was seconded.

A vote was taken.

The Deputy Moderator declared the motion carried by the required nine-tenths.

### **ARTICLE 3. FIRE DEPARTMENT RETIREMENT**

To see if the Town will vote to appropriate the sum of Twelve Thousand Five Hundred Dollars and No Cents (\$12,500.00) to the Fire Department Retirement Account and meet said appropriation by a transfer from certified free cash.

Submitted by: Town Administrator

MOTION by Select Board Member Carlson: I move the Town vote to appropriate the sum of Twelve Thousand Five Hundred Dollars and No Cents (\$12,500.00) to the Fire Department Retirement Account and meet said appropriation by a transfer from certified free cash.

The motion was seconded.

A vote was taken.

The Deputy Moderator declared the motion carried.

### **ARTICLE 4. SICK AND VACATION BUYBACK**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to fund the accumulated sick and vacation leave buyback for retiring employees pursuant to the Town By-Laws and/or collective bargaining agreements.

Submitted by: Town Administrator

MOTION by Select Board Member Often: I move that the Town vote to pass over Article 4 to raise and appropriate and/or transfer from available funds a sum of money to fund the accumulated sick and vacation leave buyback for retiring employees pursuant to the Town By-Laws and/or collective bargaining agreements.

The motion was seconded.

A vote was taken.

The Deputy Moderator declared the motion carried.

#### **ARTICLE 5. AMENDING FY20 OPERATING BUDGET**

To see if the Town will vote to appropriate the sum of Seventy-Five Thousand Six Hundred Fifty-Nine Dollars and no cents (\$75,659.00) to offset deficits in the following departments in their FY '20 operating budget:

Debt	\$71,404.00
Street Lights	\$4,197.00
<u>HR Salary</u>	<u>\$58.00</u>
Total	\$75,659.00

And meet said appropriation from certified free cash.

Submitted by: Town Administrator

MOTION by Select Board Member Carlson: I move that the Town vote to appropriate the sum of Seventy-Five Thousand Six Hundred Fifty-Nine Dollars and no cents (\$75,659.00) to offset deficits in the following departments in their FY '20 operating budget:

Debt	\$71,404.00
Street Lights	\$4,197.00
<u>HR Salary</u>	<u>\$58.00</u>
Total	\$75,659.00

And meet said appropriation from certified free cash.

The motion was seconded.

A vote was taken.

The Deputy Moderator declared the motion carried.

## **ARTICLE 6.           ADJUSTMENTS TO SEWER RECEIPTS**

To see if the Town will vote to amend the funding of Article 5 of the June 20, 2020 Annual Town Meeting for the FY 2021 budget by increasing to \$229,867 funding from Sewer Receipts, and decreasing to \$229,867 the appropriation from the tax levy, so that the total appropriation of \$64,046,257 will be funded by as follows: \$60,866,922 to be raised and appropriated; \$3,156,521 to be transferred from Sewer Receipts; and \$22,814 to be transferred from sewer betterments.

Submitted by: Town Administrator

MOTION by Select Board Member Carlson: I move that the Town vote to amend the funding of Article 5 of the June 20, 2020 Annual Town Meeting for the FY 2021 budget by increasing to \$229,867 funding from Sewer Receipts, and decreasing to \$229,867 the appropriation from the tax levy, so that the total appropriation of \$64,046,257 will be funded by as follows: \$60,866,922 to be raised and appropriated; \$3,156,521 to be transferred from Sewer Receipts; and \$22,814 to be transferred from sewer betterments.

The motion was seconded.

A vote was taken.

The Deputy Moderator declared the motion carried.

## **ARTICLE 7.           CPC EMERGENCY RENTAL ASSISTANCE PROGRAM**

To see if the Town will vote to appropriate the sum of Two Hundred and Twenty-Five Thousand Dollars (\$225,000) from the FY2021 CPC Budgeted Reserve Account for the purpose of administering and funding an emergency rental assistance program, administered by MCO Housing Services, LLC, with such funds to be expended by February 28, 2021.

Submitted by: Community Preservation Committee

MOTION by Select Board member Roy: I move that the Town vote to appropriate the sum of Two Hundred and Twenty-Five Thousand Dollars (\$225,000) from the FY2021 CPC Budgeted Reserve Account for the purpose of administering and funding an emergency rental assistance program, administered by MCO Housing Services, LLC, with such funds to be expended by February 28, 2021.

The motion was seconded.

A vote was taken.

The Deputy Moderator declared the motion carried.

#### **ARTICLE 8. CPC ADA ACCESSIBLE PARKS AND PLAYGROUNDS**

To see if the Town will vote to appropriate the sum of Two Hundred and Ten Thousand Dollars (\$210,000) from Community Preservation Act Funds, with \$75,000 coming from the FY2021 CPC Budgeted Reserve Account, and \$135,000 from the CPC Undesignated Fund Balance Account, for the purpose of installing ADA accessible routes and surfacing at the following parks and playgrounds: Perry Hill Park, Airport Park, Norcross Park, Riverview Park, Ferry Street Park, and Silver Lake Beach, with such funds to be expended by June 30, 2023.

Submitted by: Community Preservation Committee

MOTION by Select Board member Roy: I move that the Town vote to appropriate the sum of Two Hundred and Ten Thousand Dollars (\$210,000) from Community Preservation Act Funds, with \$75,000 coming from the FY2021 CPC Budgeted Reserve Account, and \$135,000 from the CPC Undesignated Fund Balance Account, for the purpose of installing ADA accessible routes and surfacing at the following parks and playgrounds: Perry Hill Park, Airport Park, Norcross Park, Riverview Park, Ferry Street Park, and Silver Lake Beach, with such funds to be expended by June 30, 2023.

The motion was seconded.

A vote was taken.

The Deputy Moderator declared the motion carried.

#### **ARTICLE 9. CPC OPEN SPACE RESERVE ACCOUNT**

To see if the Town will vote to transfer Seventy-nine Thousand Nine Hundred and Fifty Dollars (\$79,950) from the CPC Undesignated Fund Balance to the CPC Open Space Reserve.

Submitted by: Community Preservation Committee

MOTION by Select Board member Roy: I move that the Town vote to transfer Seventy-nine Thousand Nine Hundred and Fifty Dollars (\$79,950) from the CPC Undesignated Fund Balance to the CPC Open Space Reserve.

The motion was seconded.

A vote was taken.

The Deputy Moderator declared the motion carried.

#### **ARTICLE 10. CPC RESCIND ARTICLE FROM PRIOR YEAR**

To see if the Town will vote to rescind its passage of Article 11, of the October 21, 2019 Town Meeting entitled “Baseline Reports for CPC” which contained an incorrect funding source.

Submitted by: Community Preservation Committee

MOTION by Select Board member Roy: I move that the Town vote to rescind its passage of Article 11, of the October 21, 2019 Town Meeting entitled “Baseline Reports for CPC” which contained an incorrect funding source.

The motion was seconded.

A vote was taken.

The Deputy Moderator declared the motion carried.

#### **ARTICLE 11.            BASELINE REPORTS FOR TOWN OWNED LAND**

To see if the Town will vote to raise and appropriate the sum of Four Thousand Dollars and No Cents (\$4,000.00) to an account entitled Webber & Mazza Farm Baseline and meet said appropriation by a transfer from certified free cash.

Submitted by: Town Administrator

MOTION by Select Board member Roy: I move that the Town vote to raise and appropriate the sum of Four Thousand Dollars and No Cents (\$4,000.00) to an account entitled Webber & Mazza Farm Baseline and meet said appropriation by a transfer from certified free cash.

The motion was seconded.

A vote was taken.

The Deputy Moderator declared the motion carried.

#### **ARTICLE 12.            ROAD IMPROVEMENT STABILIZATION FUND**

To see if the Town will vote to transfer \$1,500,000 from the Road Improvement Stabilization fund to the Road Improvement Capital Expenditures fund for road improvement projects consistent with Chapter 90 rules and regulations as recommended by the DPW Advisory committee and approved by the Town Administrator.

Submitted by: Town Administrator

MOTION made by Select Board member Prisby: I move that the Town vote to transfer \$1,500,000 from the Road Improvement Stabilization fund to the Road Improvement Capital Expenditures fund for road improvement projects consistent with Chapter 90 rules

and regulations as recommended by the DPW Advisory committee and approved by the Town Administrator.

The motion was seconded.

A vote was taken.

The Deputy Moderator declared the motion carried by the required two-thirds.

### **ARTICLE 13. LONG RANGE TREE REMOVAL/REPLACEMENT ACCOUNT**

To see if the Town will vote to transfer the sum of Fifty-Two Thousand Dollars and No Cents (\$52,000.00) from an account entitled Fire Equipment within the FY '21 over-ride contingency budget to the Long-Range Tree Removal/Replacement Account (800.6420.5884) established under Article 14 of the May 2019 Annual Town Meeting.

Submitted by: Town Administrator

MOTION by Select Board member Roy: I move that the Town vote to transfer the sum of Fifty-Two Thousand Dollars and No Cents (\$52,000.00) from an account entitled Fire Equipment within the FY '21 over-ride contingency budget to the Long-Range Tree Removal/Replacement Account (800.6420.5884) established under Article 14 of the May 2019 Annual Town Meeting.

The motion was seconded.

A vote was taken.

The Deputy Moderator declared the motion carried.

### **ARTICLE 14. ACTIONS TO AMEND THE FORM OF THE GRAFTON FIRE DEPARTMENT**

To see if the Town will vote a package of actions to change the form of the Grafton Fire Department from a Board of Fire Engineers to that of one headed by a "Strong" Fire Chief (so-called) and the authority to appoint same to be vested in the Select Board. Such items may be voted as a single block, or in any combination, but however voted, will be treated for accounting and legislative purposes as if each item were voted as a separate article.

#### **A. Amend the Town Charter**

Amend Section 8-5 (b) of the Town Charter by deleting certain symbols and words (in strikethrough) to read as follows:

~~• Board of Fire Engineers, a Fire Chief, forest wardens and other firefighters to serve for indefinite terms;~~

#### **B. Amend the Town's General By-Laws**

Amend Section 9-2 (c) of the Town's General By-Laws by deleting certain symbols and words (in strikethrough) to read as follows:

~~• Board of Fire Engineers, a Fire Chief, forest wardens and other firefighters to serve for indefinite terms;~~

**C. Adopt MGL Ch. 48 §42 (the so-called “Strong Chief” statute).**

Adopt MGL Ch. 48 §42 (the so-called “Strong Chief” statute) contingent upon approval by the Attorney General of an amendment to the Town's General By-Laws, and a ballot vote amending the Town Charter to remove the authority of the Town Administrator to appoint a Board of Fire Engineers, a Fire Chief, forest wardens and other firefighters to serve for indefinite terms.

Submitted by: Select Board

MOTION by Select Board member Often: I move that the Town vote a package of actions to change the form of the Grafton Fire Department from a Board of Fire Engineers to that of one headed by a “Strong” Fire Chief (so-called) and the authority to appoint same to be vested in the Select Board. Such items may be voted as a single block, or in any combination, but however voted, will be treated for accounting and legislative purposes as if each item were voted as a separate article.

**A. Amend the Town Charter**

Amend Section 8-5 (b) of the Town Charter by deleting certain symbols and words (in strikethrough) to read as follows:

~~• Board of Fire Engineers, a Fire Chief, forest wardens and other firefighters to serve for indefinite terms;~~

**B. Amend the Town's General By-Laws**

Amend Section 9-2 (c) of the Town's General By-Laws by deleting certain symbols and words (in strikethrough) to read as follows:

~~• Board of Fire Engineers, a Fire Chief, forest wardens and other firefighters to serve for indefinite terms;~~

**C. Adopt MGL Ch. 48 §42 (the so-called “Strong Chief” statute).**

Adopt MGL Ch. 48 §42 (the so-called “Strong Chief” statute) contingent upon approval by the Attorney General of an amendment to the Town's General By-Laws, and a ballot vote amending the Town Charter to remove the authority of the Town Administrator to appoint a Board of Fire Engineers, a Fire Chief, forest wardens and other firefighters to serve for indefinite terms.

The motion was seconded.

A vote was taken.

The Moderator declared the motion carried by the required two-thirds.

**ARTICLE 15.           TOWN CHARTER AMENDMENTS - ARTICLE 2-3(b) – FINANCE COMMITTEE**

To see if the Town will vote to authorize the Select Board to petition the General Court of the Commonwealth of Massachusetts for a special act as follows: Amend the Grafton Home Rule Charter by deleting Article 2, Section 2-3(b) "Finance Committee" in its entirety and inserting in its place a new Section 2-3(b) as follows:

Section 2-3(b) Finance Committee There shall be a Finance Committee, the members of which shall be appointed by a 3-person committee that shall consist of the Town Clerk, a member of the Finance Committee who is not being considered for reappointment, and the Town Moderator. The number of members, the term of office, and any other conditions will be established by by-law. The subject matter of all proposals to be submitted to a Town Meeting by warrant article shall be referred to the Finance Committee by the Select Board. The Finance Committee shall report its recommendations on each article contained in a town meeting warrant, in writing, together with a brief statement of the reasons for each such recommendation. Before preparing its recommendations, the Finance Committee shall hold one or more public hearings to permit public discussion of the subject matter of all articles contained in the Warrant.

Submitted by: Finance Committee

MOTION by Select Board Member Often: I move that the Town vote to authorize the Select Board to petition the General Court of the Commonwealth of Massachusetts for a special act as follows: Amend the Grafton Home Rule Charter by deleting Article 2, Section 2-3(b) "Finance Committee" in its entirety and inserting in its place a new Section 2-3(b) as follows:

Section 2-3(b) Finance Committee There shall be a Finance Committee, the members of which shall be appointed by a 3-person committee that shall consist of the Town Clerk, a member of the Finance Committee who is not being considered for reappointment, and the Town Moderator. The number of members, the term of office, and any other conditions will be established by by-law. The subject matter of all proposals to be submitted to a Town Meeting by warrant article shall be referred to the Finance Committee by the Select Board. The Finance Committee shall report its recommendations on each article contained in a town meeting warrant, in writing, together with a brief statement of the reasons for each such recommendation. Before preparing its recommendations, the Finance Committee shall hold one or more public hearings to permit public discussion of the subject matter of all articles contained in the Warrant.

The motion was seconded.

A hold was called.

A discussion ensued by Town Meeting members.

A vote was taken.

The Deputy Moderator declared the motion carried.

**ARTICLE 16. TOWN GENERAL BYLAW AMENDMENTS– ARTICLE 3-2 – FINANCE COMMITTEE**

To see if the Town will vote to amend Article 3-2, Finance Committee, of the General Bylaws of the Town of Grafton, by deleting Article 3, Section 2 of the Bylaw in its entirety and replacing it with a new Article 3, Section 2 as follows: SECTION 2. After the Spring Session of the Annual Town Meeting each year and prior to June 30th, a 3-person committee that shall consist of the Town Clerk, a member of the Finance Committee who is not being considered for reappointment, and the Town Moderator shall appoint three (3) members of said committee for terms of three (3) years to fill the expired seats on said committee as they arise. Said committee shall choose its own officers and shall serve without pay, and it shall cause to be kept a true record of its proceedings. Members' terms shall run concurrent with the fiscal year.

Submitted by: Finance Committee

MOTION by Select Board member Often: I move that the Town vote to amend Article 3-2, Finance Committee, of the General Bylaws of the Town of Grafton, by deleting Article 3, Section 2 of the Bylaw in its entirety and replacing it with a new Article 3, Section 2 as follows: SECTION 2. After the Spring Session of the Annual Town Meeting each year and prior to June 30th, a 3-person committee that shall consist of the Town Clerk, a member of the Finance Committee who is not being considered for reappointment, and the Town Moderator shall appoint three (3) members of said committee for terms of three (3) years to fill the expired seats on said committee as they arise. Said committee shall choose its own officers and shall serve without pay, and it shall cause to be kept a true record of its proceedings. Members' terms shall run concurrent with the fiscal year.

The motion was seconded.

A vote was taken.

The Deputy Moderator declared the motion carried.

**ARTICLE 17. CAPITAL IMPROVEMENT PLANNING COMMITTEE BYLAW**

To see if the Town will vote to enact the following Town General Bylaw:

**Purpose**

The committee shall study the requirements and needs for Capital Improvement in the Town of Grafton. The committee shall advise the Town Administrator, Select Board, and Finance Committee on the results of its work.

## **Establishment and Membership**

There shall be a Capital Improvement Planning Committee, henceforth abbreviated CIPC, comprising seven (7) members. Three (3) members shall be chosen by their respective boards as follows: one member each from Finance Committee, School Committee and Select Board; the remaining four (4) members shall be citizens at-large appointed by the Select Board. Each citizen-at-large member shall serve a three (3) year term. The Town Administrator and Superintendent of Schools, or their designated representatives, will be non-voting members. All voting members shall choose committee officers, set the committee's procedures and serve without pay. Any vacancies shall be filled in the same manner as the original appointment and persons appointed to fill vacancies shall serve for the remainder of their predecessors' terms of office.

## **Definitions**

### **A. Capital Improvement**

Any acquisition, lease of land, building, or motor vehicles;

Any acquisition or lease of any single item of equipment with a total cost of \$10,000 or more, and a substantial useful life of at least (5) years;

Any construction, reconstruction, replacement, extension or other improvement of public buildings, highways, sidewalks, storm drains, sewerage installation, playgrounds, parks and substantially similar public works or for a facility, structure or a utility appurtenant to any of the same with a total cost of \$10,000 or more.

### **B. Capital Budget.** A one (1) year plan of estimated capital improvements and the method of financing them.

### **C. CIPC Five Year Plan.** An annual report assembled by the committee including prioritized recommendations for capital improvements for the following five (5) fiscal years to be submitted to the Finance Committee, Select Board and Town Administrator for consideration and preparation of the Capital Budget.

### **D. Capital Package.** All capital project submission forms completed by departments and submitted to the Town Administrator to be reviewed by the Capital Improvement Planning Committee.

## **Duties**

The Capital Improvement Planning Committee is charged with carrying out the following duties, as appropriate, to fulfill its purpose:

### **A. Maintain the CIPC Five Year Plan**

### **B. Review all requested capital projects in the Capital Package with Town Administrator**

### **C. Recommend an annual Capital Budget to the Select Board**

- D. Collect additional capital project information, regardless of funding, as needed outside the budget process
- A. Track the delivery of the approved capital projects
- B. Research best practices related to capital improvement planning
- G. Any other relevant initiatives related to capital planning

### **Capital Request Submission Requirements**

- A. All proposed capital improvements shall be submitted by departments in writing to the Town Administrator for inclusion in the capital improvement program.
- B. The Town Administrator shall compile all submitted requests into a comprehensive Capital Package, and transmit the Capital Package to the CIPC for review, including all original submission forms received from departments. The Capital Package shall be provided to the CIPC by September 15th for the committee to provide its recommendations to the Select Board and Town Administrator by December 15th in order to fulfill the requirements of section 6-7 of the Town Charter.

Submitted by: Select Board

MOTION by Select Board member Often: I move that the Town vote to enact the following Town General Bylaw:

### **Purpose**

The committee shall study the requirements and needs for Capital Improvement in the Town of Grafton. The committee shall advise the Town Administrator, Select Board, and Finance Committee on the results of its work.

### **Establishment and Membership**

There shall be a Capital Improvement Planning Committee, henceforth abbreviated CIPC, comprising seven (7) members. Three (3) members shall be chosen by their respective boards as follows: one member each from Finance Committee, School Committee and Select Board; the remaining four (4) members shall be citizens at-large appointed by the Select Board. Each citizen-at-large member shall serve a three (3) year term. The Town Administrator and Superintendent of Schools, or their designated representatives, will be non-voting members. All voting members shall choose committee officers, set the committee's procedures and serve without pay. Any vacancies shall be filled in the same manner as the original appointment and persons appointed to fill vacancies shall serve for the remainder of their predecessors' terms of office.

### **Definitions**

**A. Capital Improvement**

Any acquisition, lease of land, building, or motor vehicles;

Any acquisition or lease of any single item of equipment with a total cost of \$10,000 or more, and a substantial useful life of at least (5) years;

Any construction, reconstruction, replacement, extension or other improvement of public buildings, highways, sidewalks, storm drains, sewerage installation, playgrounds, parks and substantially similar public works or for a facility, structure or a utility appurtenant to any of the same with a total cost of \$10,000 or more.

**B. Capital Budget.** A one (1) year plan of estimated capital improvements and the method of financing them.

**C. CIPC Five Year Plan.** An annual report assembled by the committee including prioritized recommendations for capital improvements for the following five (5) fiscal years to be submitted to the Finance Committee, Select Board and Town Administrator for consideration and preparation of the Capital Budget.

**D. Capital Package.** All capital project submission forms completed by departments and submitted to the Town Administrator to be reviewed by the Capital Improvement Planning Committee.

**Duties**

The Capital Improvement Planning Committee is charged with carrying out the following duties, as appropriate, to fulfill its purpose:

A. Maintain the CIPC Five Year Plan

B. Review all requested capital projects in the Capital Package with Town Administrator

C. Recommend an annual Capital Budget to the Select Board

D. Collect additional capital project information, regardless of funding, as needed outside the budget process

C. Track the delivery of the approved capital projects

D. Research best practices related to capital improvement planning

G. Any other relevant initiatives related to capital planning

**Capital Request Submission Requirements**

A. All proposed capital improvements shall be submitted by departments in writing to the Town Administrator for inclusion in the capital improvement program.

B. The Town Administrator shall compile all submitted requests into a comprehensive Capital Package, and transmit the Capital Package to the CIPC for review,

including all original submission forms received from departments. The Capital Package shall be provided to the CIPC by September 15th for the committee to provide its recommendations to the Select Board and Town Administrator by December 15th in order to fulfill the requirements of section 6-7 of the Town Charter.

The motion was seconded.

A hold was called.

A discussion ensued by Town Meeting members.

After holding on the Capital Improvement Planning Committee bylaw, a motion was made by to move the question.

The motion was seconded.

A vote was taken.

The Deputy Moderator declared the motion carried.

#### **ARTICLE 18. BUILDING REPAIRS – MUNICIPAL CENTER ENTRANCE RAMPS**

To see if the Town will vote to appropriate the sum of Seventy-Five Thousand Dollars and No Cents (\$75,000.00) to an account entitled GMC – Ramp Repairs and meet said appropriation by a transfer of said sum from certified free cash.

Submitted by: Town Administrator

MOTION by Select Board member Roy: I move that the Town vote to appropriate the sum of Seventy-Five Thousand Dollars and No Cents (\$75,000.00) to an account entitled GMC – Ramp Repairs and meet said appropriation by a transfer of said sum from certified free cash.

The motion was seconded.

A vote was taken.

The Deputy Moderator declared the motion carried.

#### **ARTICLE 19. POLICE DEPARTMENT CRUISERS**

To see if the Town will vote to appropriate the sum of Ninety Thousand Dollars and No Cents (\$90,000) to a Capital Account entitled Police Cruiser & Repairs and meet said appropriation by a transfer of Fifty Thousand Dollars and No Cents (\$50,000.00) from an account entitled Fire Equipment within the over-ride contingency budget and the balance from certified free cash.

Submitted by: Town Administrator

MOTION by Select Board member Roy: I move that the Town vote to appropriate the sum of Ninety Thousand Dollars and No Cents (\$90,000) to a Capital Account entitled Police Cruiser & Repairs and meet said appropriation by a transfer of Fifty Thousand Dollars and No Cents (\$50,000.00) from an account entitled Fire Equipment within the over-ride contingency budget and the balance from certified free cash.

The motion was seconded.

A vote was taken.

The Deputy Moderator declared the motion carried.

A motion was made to adjourn at 12:08 p.m.

The motion was seconded.

The Moderator declared the motion carried and declared the meeting adjourned.

A true copy,  
Attest,

Paul J. Cook  
Assistant Town Clerk